

**USACE FINANCE CENTER  
BIWEEKLY REPORT  
PERIOD ENDING 11 JULY 2003**

**CEFMS:**

a. We are resolving problems with individual travel vouchers caused by the conversion to the windows version of IATS (WinIATS). The conversion was completed 27 June - the UFC was a test site for the WinIATS. Most of the affected travel vouchers have been corrected and paid. Many of the problems are a result of new edits in WinIATS.

b. We implemented the final two of four new disbursing programs, Travel and Miscellaneous Disbursements, to run in a nightly cron job on each of the 60 Corps activities. The cron jobs were designed to save labor hours required for several Finance Center employees who must login to 60 separate databases and manually run the disbursing programs from CEFMS menus. The implementation of the cron jobs will help make it possible for the Finance Center to reduce the number of employees who must report to work early each day. All disbursing programs are now run as part of the nightly cron job.

c. We prepared quarterly subsidiary ledger files for disbursements and open accounts payables and provided them to DODIG auditors for the 3rd quarter FY2003. Subsidiary ledgers were provided by all Civil Works Appropriations, separated by public and government disbursements and payables. Extracts from all 61 USACE activities were loaded into a database table and consolidated files created. The files were placed on the USACE public FTP site to be retrieved by the auditors.

d. We worked with Louisville and Ft. Worth districts to convert their Family Housing and Recruiting Leases to reoccurring obligations. Beginning July 2003, these sites will pay their leases using the reoccurring module in CEFMS. Ft. Worth District converted over 500 leases and Louisville District converted over 400 leases.

e. We placed an updated CEFMS User's Manual for Operating Budget on the User's Manual web site, <http://rmf31.usace.army.mil/cefmsdoc/>. This User's Manual replaced the previous manual dated 30 May 1997. The new manual includes tips and hints, an explanation of each screen, and a description of each report currently in the Operating Budget Module. This new manual will be helpful for USACE activities preparing their FY04 budgets.

f. We modified CEFMS to verify if a credit card billing approving official has been appointed as a certifying officer and has accepted the appointment in CEFMS. If the official has not been appointed and has not accepted the appointment, the official will not be able to approve invoices in CEFMS. This modification was developed to comply with audit findings and with revised DOD regulations that require billing approving officials to be appointed as certifying officers. The approver is pecuniarily liable for purchases that he/she approves.

g. We provided a subsidiary file to the DoD IG auditors that contained data representing equipment costing \$1.2B. The subsidiary file reconciled with the equipment general ledger account. We also provided information regarding CEFMS/REMIS internal controls and other PP&E processes to HQUSACE (CERM-F) to refute preliminary findings by DoD IG auditors in several areas.

h. We continued our ongoing effort to develop CEFMS/P2 interfaces. We finalized business rules related to work items and purchase requests; and have begun coding changes requested by the P2 team after a demonstration of the purchase request process. We plan to complete the code changes by 31 July 2003. We also provided SQL scripts to the P2 development team to allow mapping of P2 tasks to CEFMS work items and to capture expenditure data in CEFMS.

i. We are modifying a report used by the DODIG auditors last year. The report lists all accounts payable transactions for the life of a contract. The DODIG has requested that we expand the report to include obligation and commitment transactions.

j. We released the automated Multi-purpose Power Balance Sheet report and the Multi-purpose Power Balance Sheet Detail report. These reports will greatly improve the timeliness of annual Multi-purpose Hydroelectric Power Financial Statements that are provided to Power Marketing Agencies under the Department of Energy. The Detail report provides detailed cost and income data and supports each dollar amount on the balance sheet. These reports will be generated during year-end closing and provide accountants with data for verification which will preclude the requirement to manually develop annual financial statements.

k. We are converting our contracts for programming support to Performance Based contracts as required by OMB 300B guidelines. We are developing a statement of work and performance measurements.

k. We met with Gary Andrew of the Corps Training Center located in Huntsville to discuss the training mission and our role in supporting/developing an interface with the new training management information system (TMIS). We also discussed his plans to develop a new training course for USACE accountants.

l. We began testing the new Oracle Forms 6i conversion. We deployed the new forms to the Huntsville Center for a test on 9 July -- very few problems were encountered. We plan to deploy three additional test sites on 14 July 2003; and fully deploy on 21 July 2003. This conversion provides CEFMS a secure socket layer (SSL) and 128-bit encryption that is required for all DOD web based systems.

## II. PROBLEM REPORTS/IMBALANCES:

### a. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	755	729
Priority #1 Problem Reports	79	69

Received 215 new problem reports and completed 189 problem reports.

### b. Database Imbalances on our 61 Production Sites:

# of Imbalances	<u>This Report</u>	<u>Last Report</u>
None	54	51
One	4	6
Three	2	0
Four	0	2
Seven	1	1
Eleven	0	1

## III. ACCOUNTING OPERATIONS:

### NUMBER AND LOCATION OF ONBOARD PERSONNEL:

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON	250
HUNTSVILLE	22
USACE HQ	1
DA INTERN	<u>1</u>
TOTAL	274

DISBURSING WORKLOAD DATA:

PAYMENT	CURRENT MONTH <u>Jul 01 - Jul 07</u>	YEAR TO DATE <u>Oct 01 - Jul 07</u>
BY CHECK:		
Checks Issued	2,856	122,596
Percent of Total	13%	15%
Dollar Amount	\$17,227,662	\$1,114,164,564
BY EFT:		
Transfers Made	11,256	409,425
Percent of Total	87%	85%
Dollar Amount	\$263,914,264	\$8,378,984,620

**IV. OTHER UFC ISSUES:**

a. During the third quarter, we processed over 67,400 documents into our document imaging system and over 28,700 incoming envelopes/packages. We also logged 32,500 incoming checks into our checks received for deposit database. Our information management staff responded to 514 help desk requests, which covered all types of PC end user support, telephone problems, and support for training and special events. Facilities management employees handled 220 help desk requests for facility trouble calls/maintenance and maintenance of CEFMS esig cards/employee badges; and completed 133 actions related to copiers, printers, and fax machines.

b. During 8-11 July 2003, the Deputy Director, Administration attended the ED&M workshop conducted by CERM-B. This workshop provided increased understanding of the challenges faced by MSCs and FOAs funded by ED&M resources. The workshop also helped to develop a better corporate approach to the resolution of ED&M funding issues.

c. The UFC security manager participated in the serious incident reports and the threats and suspicious incidents training courses provided by CECS-OI on 26 June and 1 July, respectively. The training was conducted via the CEEIS network with each student linked to the instructor's computer. This training provided valuable information on using the ENGLINK system capabilities should there be a local need to submit reports concerning these types of incidents.

d. During 9-11 July we provided SQL training to recently hired UFC employees. We presented the Basic and Intermediate courses. We are also continuing with the grammar training, which all Millington employees will attend. Two sessions are scheduled during 14-18 July with 25 employees attending each two-day course.

e. At the end of the third quarter civil manpower was utilized at 2.0% in excess of projections and military manpower was underutilized by 2.3%. The net of combined civil/military manpower utilization will give the Finance Center a green rating for CMR purposes.

f. A representative from our Resource Management Division will again participate in the HQUSACE RFMIS NT project. The design phase of RFMIS NT has begun, and our representative will meet with the USACE Program Management team and contractors in Huntsville 21-25 July. The participants plan to review the requirements and ensure that the required financial processes are incorporated in this new system. There will be an interface with CEFMS, possibly via P2, to reduce the duplication of manual effort for the management of funds. A special emphasis on our part will be to ensure that the GSA rents process is covered in this area of the new system.

g. The Travel Division continues to experience some problems with WinIATS/CEFMS interface. The problems are due primarily to the new edits in WINIATS. We are developing short-term solutions to resolve those travel vouchers that cannot be processed readily via WinIATS.

h. The Accounts Receivable/Debt Management Division has been aggressively working to reduce delinquent receivables. We have identified duplicate RGA bills and remaining balances that meet the DoD-FMR criteria for write-off. We eliminated about 300 bills from CEFMS databases within the last two weeks.

i. The current status on transferring USACE delinquent civil (Treasury Index symbol 96) appropriation accounts receivables with the public to DFAS for collections follow-up is as follows: DFAS has requested the US Treasury to make a legal opinion on whether DFAS can collect/disburse USACE civil funds as a result of providing collection assistance on delinquent debts. The Treasury Office of Counsel is reviewing 31 USC § 3321 (c)(2) and annotations to ensure there are no exceptions that preclude DFAS from processing civil appropriated funds. 31 USC 3321 provides for independent disbursing authority to military departments of the Department of Defense. We would prefer to pass our civil delinquent public debt directly to Treasury based on our experience with DFAS disbursing and collecting our civil funds for payroll. Delinquent debt collections by Treasury would create less tracking and reconciliation at the finance center.

j. Our Disbursing Officer plans to visit Japan and Korea Districts at the end of July. He plans to establish the process for Disbursing Officer reviews, review the Won and Yen foreign currency LDA operations, review Korean National travel settlements and review the management of the Republic of Korea Foreign Currency (ROKFC) Limited Depository Account. Since the POD consolidation to the Finance Center on 1 April 2003, the Korean Government has transferred 116 billion Won (\$97 million) into the ROKFC account for future military construction projects.

k. We completed our first 2003 Year End closeout meeting on 10 July 2003. Division Chiefs and supervisors met to determine closeout dates and review the draft Year End Closeout Plan of Operations memo. Our Chief, Review and Analysis Division will be the primary point of contact for year-end closeout actions. We plan to distribute the year-end memo to all of the Resource Managers and Finance & Accounting Officers by the last week of July. We will coordinate with all year-end closeout points of contact during August and September to help ensure a successful year-end closeout.